



MNZ Executive Committee Job Description:	Research Officer
Hours per week:	2-3 hours
Responsibilities: <ul style="list-style-type: none"> • Sit on the MNZ Executive Committee. • Develop research material which members may access. • Assist the Executive on any matters regarding research. • A minimum of one research paper (per year) is required, presented in an accessible form on the MNZ website and/or a brochure available for members' use. Or an equivalent as accepted by the Executive. • Inform and represent the association on research related matters. • Liaise with members and the Executive Administrator regarding research related resource material for the MNZ website. 	
All Executive Committee Members: <ul style="list-style-type: none"> • Must attend at least 80% of the total number of annual Executive Committee meeting to fulfil job description. • Must have access to email and Skype. • Must read and respond to Executive Committee email correspondence promptly. • Must contribute a report for each publication of the MNZ Magazine and ensure it is sent to the Executive Administrator by deadline. • Should submit Agenda items to Executive Administrator one week before each Executive Committee meeting. • Should send expenses to the Treasurer, including all receipts and invoices. • Must write an annual report for the AGM. • Must adhere to the MNZ Code of Conduct for all Serving Members. • Facilitate handover of role to new Executive member. • Provide input and make governance decisions in relation to the implementation of the organisation's Strategic Plan. 	